



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

YOUTH SERVICE PROGRAM SUPERVISOR

Job Number: 20001138

Job Code: 62510V150716

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 07/16/2015

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees within an identified organizational unit such as support services, operations or treatment services in a day treatment, group home, detention or residential facility, and/or serves as the assistant to a Juvenile Facility Superintendent I; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience in the supervision and care of young adults (ages 12-21) in a community setting, day treatment, group home, detention, residential or correctional facility.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in the supervision and care of young adults (ages 12-21) in a community setting, day treatment, group home, detention, military, residential, or correctional facility will substitute for the required education on a year-for-year basis. Two years of this experience must have been as a supervisor in a community setting, day treatment, group home, detention, military, residential or correctional facility.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises personnel assigned to a specific organizational section of a youth facility. Monitors and evaluates staff work performance and prepares employee evaluations. Manages an integrated and effective correctional treatment program to include recreation/vocational and educational activities. Provides input about youth behavior and identifies developmental needs for treatment goal planning, monitoring and evaluation. Regularly inspects residence locations to ensure adherence to operational efficiency/health and safety standards. Holds regularly scheduled staff meetings to provide information and coordinate functions and activities. Ensure compliance with approved policy and procedure. Serves as the assistant to the facility's superintendent in overseeing daily operations of the facility.

UNIQUE PHYSICAL REQUIREMENTS:

May perform other physical efforts in assisting youth with recreational and work related projects. Incumbents may exert physical effort in the proper restraint of residents based on behavior.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in a day treatment, group home, residential or detention facility.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.